

HOW TO BID ON A DCR COMMERCIAL PERMIT OPPORTUNITY

Like many other state agencies, DCR uses the online procurement system **COMMBUYS** to buy equipment and services from vendors, and to solicit proposal for permits to operate commercial concessions at DCR parks. For example, if DCR is offering 12 different parks and beaches to allow boat concessions, DCR staff will post a Request for Proposals (RFP) on the COMMBUYS site, where interested operators can read the requirements, submit a proposal, and communicate with DCR about the proposal. COMMBUYS is run by the Commonwealth's Operational Services Division (OSD), which offers online videos and information for vendors, as well as a telephone Help Desk.

- As of April 2014 all bids are offered through the COMMBUYS system;
- Signing up for COMMBUYS is FREE for all vendors;
- For more information go to:

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/commbuys-training-and-registration.html>

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/training-and-registration-for-sellers.html>

OSD website at <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd>

View videos at:

<https://www.youtube.com/watch?v=UhUTNokbhfy> (15 min YouTube)

https://www.youtube.com/watch?v=GAQ4DsO0_Yk (40 min YouTube)

[How to Find Bids \(Solicitations\) and Submit Quotes \(Respond\)](#)

<https://www.youtube.com/watch?v=UhUTNokbhfy> (16 minute YouTube)

or call:

COMMBUYS Helpline - commbuys@state.ma.us - 617-720-3197; Toll Free No. 1-888-627-8283

These are all sites you can visit on your home or public library computer. If you absolutely need a paper copy of an RFP, please call our staff to request one. A charge of \$.20 per page must be paid with a check or money order.

Note if you do not see a Long Term Leases and Permits RFP or solicitation description, then it means we have not yet posted it. Notices of RFPS will be posted in major daily and weekly newspapers (such as the Boston Globe, Worcester Telegram and Gazette, The Metro, The Banner, El Planeta) based on the region or area of the solicitation. We may fax or -email notice to interested parties if we have contact information and are able to send out such notice but it is not required of us and it is not guaranteed you will receive notice in that fashion. You are responsible for checking the Comm-Buys site frequently.

It is important to note the dates that solicitations are open, when they close, and any other deadlines (such as site visits, submission of questions, proposal receipt by DCR, etc.)

SEARCHING FOR DCR OPEN RFPS AND CONTRACTS (Contracts and Bid/Solicitation/RFP Information)

For Posted Requests for Proposals and other Solicitations

Go To: <https://www.commbuys.com/bsc/external/advsearch/searchBid.sdo>

- Choose the Bids bubble to see open solicitations or RFPs.
- In the Organization Box *click* on blue arrow to get drop down menu and *choose* 1020 -Department of Conservation and Recreation
- Click Find It button

Advanced Search

Search for: ☒ Bids ☐ Contracts/Blankets

Search Using:

Find It Clear

Search Fields:

Bid #

Bid Description

Organization

Department

Location

Type Code

Catalog

Purchase Method

UNSPSC Segment Family

UNSPSC Class

Commodity-EPP

Bid Opening Date(MM/DD/YYYY)

Purchaser

Entered Date(MM/DD/YYYY)

Find It Clear

Results

1-25 of 1948

Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
BD-14-1628-00000000425		Jim Perry	REQUEST FOR EXPRESSION OF INTEREST	05/27/2014 03:33:00 PM	Not awarded yet.

After clicking on Find it, the page will look the same on the top but lower on the same page look for the description of the RFP. Here the Description column should help you find the subject RFP info. Long Term

Leases and Permits descriptions will be a combination of the name of a [location] and [the type of opportunity] involved, i.e. “Scussett Beach Fixed Food Concession” or “Statewide Mobile Food Concession.” By clicking on the corresponding Bid #, you will get to the solicitation/RFP pages.

Long Term Leases and Permits will put out RFPs for opportunities to place or sell telecommunications equipment, food, and activities in Massachusetts State Parks, Reservations and Facilities, so look for terms like boating, skiing, golf or golf professional, telecommunications, mobile food, fixed food, optical viewers, kayaking, etc.

http://www.mass.gov/infobudget/taxes-and-procurement/over-sight-agencies/food - Windows Internet Explorer provided by DCR IT

http://www.mass.gov/infobudget/taxes-and-procurement/over-sight-agencies/food

File Edit View Favorites Tools Help

Operational Services Division

Results

1-25 of 1948
1 2 3 4 5 6 7 8 9 10 11 12

Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
BD-14-1129-DCRCU-DC299-0000000426		Jim Perry	REQUEST FOR EXPRESSION OF INTEREST	05/27/2014 03:30:00 PM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000431		JOHNIE HAE CABRAL	Chaparral Pavilion W15-T300-C01	05/21/2014 11:00:00 AM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000429		JOHNIE HAE CABRAL	Backstone Greenway P15-2636-C1A	05/09/2014 11:00:00 AM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000428		JOHNIE HAE CABRAL	Main St. & Church St P15-2636-C2A	05/09/2014 11:00:00 AM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000427		JOHNIE HAE CABRAL	Neponset River Esplanade Extension P05-2302-C2A	05/04/2014 01:11:00 PM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000425		SAUNDRA BAKER	Farmington-Corrally Memorial Park Entry Area	05/28/2014 11:00:00 AM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000424		Jim Perry	Portable Outdoor Dance Floor	05/22/2014 03:30:00 PM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000423		SAUNDRA BAKER	Beach Access Boardwalk Rehabilitation P14-2821-C1A	05/06/2014 12:12:00 AM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000422		Jim Perry	DCR 558 Analysis of Wildlife Fecal Samples	05/21/2014 03:30:00 PM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000421		Jim Perry	Landscape Architecture and Planning Services	05/28/2014 12:00:00 PM	Not awarded yet.
BD-14-1129-DCRCU-DC299-0000000420		Shah Khan	Interpretive Planning & Design at Nausha State Park	05/01/2014 09:25:00 AM	Not awarded yet.
02109738		eProcurement Solicitation	ICOM-F3001 Radios and Parts	02/26/2014 03:00:00 PM	Not awarded yet.
02109632		eProcurement Solicitation	Programming Portable Radios	02/11/2014 10:45:00 AM	Not awarded yet.
02109533		eProcurement Solicitation	Desktop Repeater	01/27/2014 12:00:00 PM	Not awarded yet.
3100016-uCurrent		eProcurement Solicitation	UNDERWATER INSTRUMENTATION AND ACCESSORIES	01/17/2014 03:00:00 PM	Not awarded yet.
02100442		eProcurement Solicitation	Digital Upgrade	01/24/2014 02:00:00 PM	Not awarded yet.
3101473-uCurrent		eProcurement Solicitation	Snow & Ice Removal Metropolitan Boston	01/03/2014 12:00:00 PM	Not awarded yet.

start Google Microsoft Office Microsoft Office http://www.mass.gov/infobudget/taxes-and-procurement/over-sight-agencies/food Search Desktops 1:25 PM

Once you have found the solicitation you want, the Solicitation window will show documents that you can download. These documents will contain the information you need to respond to with your proposal.

Bid Solicitation: 5169301-vCurrent

Header Information

Bid Number: 5169301-vCurrent	Description: Healthy Parks Coding Series Grant Program	Bid Opening Date: 08/01/2014 11:59:00 PM
Purchaser: Jive Perry	Organization: Department of Conservation and Recreation	
Department: 1020CDDVD - Default Data Conversion Department	Location: 1020L - Default Data Conversion Location	
Fiscal Year: 14	Type Code: NS - Non-Statewide Solicitation	Allow Electronic Quote: No
Alternate Id: DCR 5876	Required Date:	Available Date: 02/18/2014 01:11:00 PM
Info Contact: Julie Martin, Address: Suite 600 251 Caseway Street Boston, MA 02114, Phone: 617-625-4982, Email: julie.martin@state.ma.us	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Standard		
Blanket/Contract Begin Date:	Blanket/Contract End Date:	

Pre Bid Conference:

Bulletin Desc:

Ship to Address:

File Attachments: [DCR5876](#) , [JTF link](#) , [busrefin](#) , [C-3C](#) , [standardcontractlans2011](#) , [vendorchecksheetoctober2010](#) , [w3 revised](#) , [5169301-vCurrent_QS.xlsx](#)

Form Attachments:

Item Information

Item # 1: (48.15) Converted bid item. See attachment section for complete bid information.

U N S P S C Code:

Qty	Unit Cost	UOB	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Package:

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Note document links appear in a single line but are separate (for example there are eight documents here).

When you click on these links, documents will either open immediately or you will get a file open/save dialogue box. You should probably save and print these documents. These will contain all the instructions about how to submit proposals.

The screenshot shows a web browser window displaying the COMMBUYS Bid Solicitation page. A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The dialog box contains the following information:

- Name: DCR587b.docx
- Type: Microsoft Office Word Document
- From: www.commbuys.com

The dialog box has "Open", "Save", and "Cancel" buttons. An arrow points to the "Save" button. Below the buttons, there is a warning message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save the file. [What's the risk?](#)"

The background page shows the following information:

Bid Solicitation: S169301-vCurrent

Header Information

Bid Number: S169301-vCurrent	Description: Healthy Parks Cooking Series Grant Program	Bid Opening Date: 03/01/2014 11:59:00 AM
Purchaser: Jim Perry	Organization: Department of Conservation and Recreation	
Department: 10200010VD - Default Data Conversion Department	Location: 1025L - Default Data Conversion Location	
Fiscal Year: 14	Type Code: NS - Non-Statewide Solicitation	Allow Electronic Quote: No
Alternate Id: DCR587b		Available Date: 02/15/2014 01:11:00 PM
Info Contact: Julie Martin, Address: Suite 900 251 Casseway Street Boston, MA 02114 Email: julie.martin@state.ma.us		Informal Bid Flag: No
Purchase Method: Blanket		
Blanket/Contract Begin Date:		

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:

File Attachments: DCR587b - 02/15/2014 - 01:11:00 PM - standardcontract.docx

Form Attachments:

Item Information

Item # 1: (48-10) - Converted bid item. See attachment section for complete bid information.

Qty	Unit Cost	DOB	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Package:

Exit

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Contracts in Place/Current Awarded

Go to: <https://www.commbuys.com/bsc/external/advsearch/advancedSearch.sdo>

- Choose the Contract/Blankets bubble to see open or finalized contracts.
- In the Organization Box *click* on blue arrow to get drop down menu *choose* 1020 -Department of Conservation and Recreation (if you know the contract/blanket number and description, it will help you find documents already);
- Click Find It button

Advanced Search

Search for: ☐ Bids ☒ Contracts/Blankets

Search Using:

Contract/Blanket #

Contract/Blanket Description

Vendor Name

Type Code

Catalog

Expiration Date/WWDD/YYYY From To

Item Description

Organization

Department

U H S P S C Segment/Family

U H S P S C Class

Commodity-EPP

Include Expired ☐

PO Type

Buyer

Bid #

Find It Clear

Results

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Contract/Blankets #	Bid #	Description	Vendor Name	Type Code	Begin Date	End Date
C105291 as Current	DCR 155	Conservation Vendor	Conservation Vendor	N/C	04/13/2006	04/30/2015
C105291 as Current	DCR 160	Conservation Vendor	Conservation Vendor	N/C	03/06/2012	11/30/2014

Lower on the same page look for the RFP Number – for Long Term Leases and Permits opportunities, the description will be: DCR RFP # [year] – [series no.], i.e. **DCR RFP # 2014-500**. Note that there are several pages to this list

Results

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1 2 3 4 5 6

Contract/Blankets #	Bid #	Description	Vendor Name	Type Code	Begin Date	End Date
C106201.xCurrent		DCR 185	Conversion Vendor	NC	04/13/2008	04/30/2016
C108238.xCurrent		DCR 160	Conversion Vendor	NC	03/06/2013	11/30/2014
C109445.xCurrent		DCR 258	Conversion Vendor	NC	03/21/2013	03/29/2016
C108888.xCurrent		DCR 240	Conversion Vendor	NC	05/01/2012	04/29/2017
C110050.xCurrent		DCR 270	Conversion Vendor	NC	05/24/2007	05/24/2015
C110284.xCurrent		DCR 280	Conversion Vendor	NC	06/16/2007	06/16/2015
C111648.xCurrent		DCR 300	Conversion Vendor	NC	11/26/2013	10/25/2016
C113745.xCurrent		DCR 303	Conversion Vendor	NC	12/07/2007	12/05/2014
C111736.xCurrent		DCR 304	Conversion Vendor	NC	12/07/2007	12/06/2014
C112572.xCurrent		DCR 330	Conversion Vendor	NC	03/21/2006	03/19/2016
C117895.xCurrent		DCR 336	Conversion Vendor	NC	03/26/2008	03/26/2015
C112016.xCurrent		DCR 338	Conversion Vendor	NC	04/28/2006	04/27/2015
C112207.xCurrent		DCR 341	Conversion Vendor	NC	05/09/2008	05/11/2015
C112288.xCurrent		DCR 368	Conversion Vendor	NC	05/21/2006	05/20/2014
C113324.xCurrent		DCR 348	Conversion Vendor	NC	05/26/2006	05/16/2016
C113616.xCurrent		DCR 360	Conversion Vendor	NC	06/26/2006	06/16/2014
C113691.xCurrent		DCR 364	Conversion Vendor	NC	07/01/2006	06/30/2014
C113696.xCurrent		DCR 366	Conversion Vendor	NC	07/01/2006	06/30/2014
C112032.xCurrent		DCR 323	Conversion Vendor	NC	07/16/2008	07/16/2014
C117628.xCurrent		DCR 372	Conversion Vendor	NC	07/01/2009	06/30/2015
C117481.xCurrent		DCR 412	Conversion Vendor	NC	06/12/2009	06/11/2015
C117152.xCurrent		DCR 386	Conversion Vendor	NC	07/01/2006	06/30/2014
C117481.xCurrent		DCR 402	Conversion Vendor	NC	07/01/2006	06/30/2014
C117666.xCurrent		DCR 3884	Conversion Vendor	NC	07/21/2008	06/30/2014
C117666.xCurrent		DCR 3874	Conversion Vendor	NC	07/27/2008	06/30/2017

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1 2 3 4 5 6

Exit

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By clicking on the Contract/Blankets # next to the corresponding description you will get to the contract information window shown on the next page.

COMMBUYS - Master Blanket - Windows Internet Explorer provided by DCR IT

https://www.commbuys.com/.../purchaseorder/primary_xd/duid=C162799+CurrentReleaseId=&Pageant=contract

File Edit View Favorites Tools Help

COMMBUYS - Master Blanket

COMMBUYS

OPERATIONAL SERVICES DIVISION

Master Blanket Purchase Order C162799-vCurrent

Header Information			
Purchase Order Number:	C162799-vCurrent	Release Number:	0
Status:	SPS - Sent	Purchaser:	Jones S Perry
Fiscal Year:	2013	PO Type:	Blanket
Organization:	Department of Conservation and Recreation	Location:	102CL - Default Data Conversion Location
Department:	1020CONVD - Default Data Conversion Department	Entered Date:	15/02/2013 02:18:56 PM
Alternate ID:		Retainage %:	0.00%
Days ARO:	0	Release Type:	Standard Release
Print Dest Detail:	# Different	Tax Rate:	
Catalog ID:		Psard Enabled:	No
Contact Instructions:	Don Clark, Conservation Biologist, Address: 132 Seaman Street West Boylston, MA 01523-1122, Phone: 508-792-7306x215, Email: dclark@state.ma.us	Actual Cost:	\$0.00
Agency Attachments:	DCR973 DCR973Contract DCR973/notifications/ContractAward1 C162799 vCurrent 00.xlsx		
Vendor Attachments:			
Agency Attachment Forms:			
Vendor Attachment Forms:			

Primary Vendor Information & PO Terms

Vendor:	8909778 - Conversion Vendor One Ashcroft Place Roslindale MA 02127	Payment Terms:	Shipping Method:
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To see the contract documents and attachments click on the Agency Attachments items. Note document links appear in a single line but are separate (for example there are four documents here). These are documents showing the contract information.

On this window, *click* on the File/download icon (this may appear as a plain box). A .pdf copy will download to your computer. It is best to save or print out the attachments so that you can be sure you have all the required documents related to the contract.

